



PENSION APPRAISERS INC.

P.O. Box 4396 Allentown, PA 18105-4396
1-800-447-0084 - Fax: 610-770-9342



www.pensionappraisers.com
www.qdrodesk.com

**COURT ORDER ACCEPTABLE FOR PROCESSING CHECKLIST
CIVIL SERVICE RETIREMENT SYSTEM (CSRS)**

Option #1: Online - Answer questions at www.qdrodesk.com. Upon completion download the Order immediately. Unlimited Support 1-877-770-2270 (Toll Free) Cost - \$299

Option #2: In House - Mail this checklist with payment to Pension Appraisers. Our staff will prepare the Order and return it within 7-10 business days. Unlimited Support 1-800-447-0084. Cost - \$495

Both Options are Supported by Pension Appraisers Staff

1. **REQUESTOR INFORMATION:**

Name: _____

Firm Name: _____ (if you are an attorney)

Attorney ID (if applicable): _____ (if you are an attorney)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Fax #: _____

E-mail Address: _____

If you are one of the Parties of the divorce who is represented by an attorney please provide your attorney's:
(If you are an attorney and have already completed the section above please disregard.)

Name: _____

Attorney ID (if applicable): _____

Firm Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Fax #: _____

E-mail Address: _____

Should the attorney's name and/or firm name, address and telephone number appear above the

Legal Caption? Yes No

If Yes:

Attorney's Name Firm's Name

Are you the (or, if attorney, who do you represent?):

Plaintiff / Petitioner Defendant / Respondent

Should we send a copy of the Order to opposing counsel? Yes No

If Yes:

Opposing Counsel's Name: _____

Firm Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Fax #: _____

E-mail Address: _____

2. COURT INFORMATION:

Name of Court: _____

State: _____ County: _____

Division: _____ Docket Number: _____

Which party is considered the plaintiff/petitioner?

_____ PARTNER 1 - The Participant: (Employee Spouse)

_____ PARTNER 2 - The Alternate Payee: (Non-Employee Spouse)

In addition to the Judge's, what signature lines should come at the end of the Order?

_____ None _____ Attorneys for Both Partners

_____ Both Partners _____ Opposing Atty. Name: _____

3. PARTNER 1 - The Participant: (Employee Spouse)

Name of Participant: _____

Date of Birth: _____

Last Known Mailing Address: _____

City, State, Zip Code: _____

Phone: _____

Social Security Number: _____ Gender: _____ Male _____ Female

4. PARTNER 2 - The Alternate Payee: (Non-Employee Spouse)

Name of Alternate Payee: _____

Date of Birth: _____

Last Known Mailing Address: _____

City, State, Zip Code: _____

Phone: _____

Social Security Number: _____ Gender: _____ Male _____ Female

5. MISCELLANEOUS INFORMATION:

Should Social Security Numbers appear in the Order? _____ Yes _____ No

Marriage Date: _____

Are the Parties Divorced? _____ Yes _____ No If Yes: Date of Divorce: _____

Cut-off date for marital property rights: _____
(Cut-off date used to determine marital coverture fraction i.e. separation date, complaint date, or divorce date.)

Exact Plan Name: CIVIL SERVICE RETIREMENT SYSTEM

Date Participant Joined The Plan: _____

Is the Participant still employed? _____ Yes _____ No If No: Termination Date: _____

Is the Participant receiving retirement benefits? _____ Yes _____ No If Yes: Retirement Date: _____

6. Percent or Dollar Amount of Employee's monthly retirement benefit to be paid by the Plan to the Former Spouse?

_____ Percent:% Or Dollar Amount: \$ _____

No matter which option is chosen, the payment to the Former Spouse may not exceed the Employee's Net Annuity. If a percent is chosen, how will the Marital Property Component be determined?

_____ **Option #1: Percent of the Marital Portion as of the Marriage End Date:** The Marital Property Component shall be determined by a fraction, the numerator of which is the number of months of credited service the employee earned during the marriage and the denominator of which is the total number of months of credited service earned through the Marriage End Date. (we will use the date from question #5)

_____ **Option #2: Percent of the Marital Portion as of the Date of Retirement:** The Marital Property Component shall be determined by a fraction, the numerator of which is the number of months of credited service the Employee earned during the marriage and the denominator of which is the total number of months of credited service earned through the Date of Retirement.

Should any Salary Adjustments that occur after the marriage end date and before retirement be incorporated into the calculation of Former Spouse's share of the Employee Annuity?

_____ Yes _____ No

_____ **Option #3: Percent of the Marital Portion as of a Specific Date:** The Marital Property Component shall be determined by a fraction, the numerator of which is the number of months of credited service the Employee earned during the marriage and the denominator of which is the total number of months of credited service earned through a Specific Date.

A Specific Date which is: _____

_____ **Option #4: Percent of Total as of Marriage End Date:** The Former Spouse will receive a percentage of the total accrued benefit as of the Date Marriage Ended. (This option includes any pre-marital credited service).

_____ **Option #5: Percent of Total as of the Date of Retirement:** The Former Spouse will receive a percentage of the total accrued benefit as of the the Date of Retirement. (This option includes any pre-marital and post-marital credited service).

_____ **Option #6: Percent of Total as of a Specific Date:** The Former Spouse will receive a percentage of the total accrued benefit through a Specific Date.

A Specific Date which is: _____

_____ **Option #7: Percent of the Total until a Specific Dollar Amount is Reached: (ONLY IF EMPLOYEE IS RETIRED)** The Former Spouse will receive a percentage of the Employee Annuity per month until a Specific Dollar Amount is Reached. (Example: 50% of the Gross Monthly Annuity until the Former Spouse receives \$50,000 at which time payments to the Former Spouse will stop)

Percent: _____ % until Dollar Amount is Reached: \$ _____

If a percent is chosen, will payments be deducted from the Employee's

_____ **Option #1 - Self-Only Monthly Annuity** (Means the recurring payments to a retiree who has elected not to provide a survivor annuity to anyone)

_____ **Option #2 - Gross Monthly Annuity** (Means the amount of self-only annuity less any applicable survivor reduction, but before any deductions)

_____ **Option #3 - Net Monthly Annuity** (Means the amount of annuity payable after deducting from the gross monthly annuity any amounts that are owed the United States, deducted for health and insurance premiums, Medicare premiums, etc.).

7. **Should the Former Spouse receive a pro-rata share of any Post-retirement Cost of Living Adjustments?**

_____ Yes _____ No

8. **If the Former Spouse predeceases the Employee the Former Spouse's share shall**

_____ **Option #1 - Be immediately and fully restored to the Employee.**

_____ **Option #2 - Be paid to surviving children of the Marriage.**

_____ **Option #3 - Be paid to the estate of the Former Spouse.**

When will Former Spouse's benefits start?

As soon as administratively feasible following the date the Order is found to be a Court Order Acceptable for Processing or on the date the Employee commences benefits, if later. (Only Option)

Length of time benefits will be paid by the Plan to the Former Spouse.

Lifetime of the Participant (Only Option)

9. **If Employee leaves Federal service before retirement and applies for a refund of employee contributions the Office of Personnel Management shall**

_____ **Option #1 - Be directed not to refund contributions.**

_____ **Option #2 - Be directed to refund contributions with Former Spouse being entitled to a prorata share.**

10. **Should the Former Spouse be entitled to a Former Spouse Survivor Annuity? (Means a recurring benefit that is payable after the employee's or retiree's death to a former spouse who has not remarried before becoming 55 years of age.)**

_____ **Option #1 - No**

_____ **Option #2 - Be awarded the maximum possible annuity.** (Under CSRS, the maximum possible survivor annuity is 55 percent of the employee annuity unless the surviving spouse or former spouse was married to the retiree at retirement and agreed to a lesser amount at that time.)

_____ **Option #3 - Be awarded the same amount to which former spouse would have been entitled if the divorce had not occurred.** (If a survivor benefit election of less than the maximum possible is in effect at the time of divorce, use of this option will emphasize that the lower benefit will remain in effect after the divorce.)

_____ **Option #4 - Be awarded _____ % of the maximum survivor annuity.** (Under CSRS, this annuity would be a percentage of 55 percent of the employee annuity.)

_____ **Option #5 - Be awarded _____ % of the employee annuity.** (Under CSRS, this annuity would be a percentage of the employee annuity, but not greater than 55%.)

_____ **Option #6 - Be awarded a prorata share.** (Means the maximum allowable survivor annuity multiplied by a fraction whose numerator is the number of months of Federal civilian and military service that the employee performed during the marriage and whose denominator is the total number of months of Federal and military service performed by the employee.)

_____ **Option #7 - Be awarded the maximum possible survivor annuity unless Employee remarries before retirement.** (If Employee remarries before retirement Former Spouse shall receive an amount equal to a prorata share.)

_____ **Option #8 - Be awarded the maximum possible survivor annuity unless Employee elects to provide a survivor annuity for a new spouse acquired after retirement.** (If so the Former Spouse shall receive an amount equal to a prorata share.)

11. **If the Former Spouse is entitled to a Former Spouse Survivor Annuity the cost of the survivor annuity shall be paid**

_____ **Option #1 - From the employee annuity.**

_____ **Option #2 - From the Former Spouse's share of the employee annuity.**

_____ **Option #3 - Equally from both parties annuities.**

12. **For an additional fee of \$75.00: Should we submit the Order to the Plan Administrator for pre-approval?**

No (Only Option - This plan will not pre-approve an order. They only accept orders already signed by the court.)

13. **Payment can be made by Check, Money Order or Credit Card.**

Credit Card: _____ **MC** _____ **Visa** _____ **Amex** _____ **Discover**

Credit Card #: _____

Expiration Date: _____ / _____ **CVV:** _____

Name as it appears on the credit card: _____

Billing address of the credit card: _____

Checks and Money Orders should be made payable to Pension Appraisers, Inc.
PLEASE NOTE: Requests with personal checks will be held for two weeks to ensure that the check clears.
FAX THIS REQUEST FORM TO: 610-770-9342 (only if paying by credit card)
MAIL THIS REQUEST FORM TO: Pension Appraisers, Inc., P.O. Box 4396, Allentown, PA 18105
Any questions regarding this Request Form or fees, please call us toll free at 1-800-447-0084.

TO OBTAIN INFORMATION ON EMPLOYEES

The Office of Personal Management (OPM) or Employing Agency can release information only in response to a subpoena signed by a judge or a release signed by the retiree or former employee.

1. **Current Employee's -** The Employing Agency is the proper source for employment and pay information about a current employee's service with that agency. OPM does not receive records until after an employee leaves an agency's employment.

2. **Current Employee has Previous Employment -** If a current employee has previous employment with a different Federal agency (for example, someone who currently is a civilian employee with the Department of the Army, but who previously worked for the U.S. Postal Service), information about the employee's contributions to the Retirement Fund during the prior service is only available from OPM. Request information on previous work from:

Associate Director for Retirement and Insurance
U.S. Office of Personal Management
Post Office Box 16
Washington, DC 20044-0016

3. **Retiree or Former Employee -** OPM is the proper source of information about retirees and former employees. Request information from:

Associate Director for Retirement and Insurance
U.S. Office of Personal Management
Post Office Box 16
Washington, DC 20044-0016